

Deputy Director of Training (Special)

4 September 1952

Director of Training

OTR Regulation No. 5-4, 2 September 1952 - Correspondence
Policies and Procedures

STAT

1. The purpose of reference regulation is two-fold:

- a. To keep the DTR informed on all matters over which he has been delegated responsibility by the DCI (CIA Regulation
- b. To establish the chain of command for such responsibility.

2. Consistent with 1. a and b above, reference OTR regulation is not designed to hinder operational efficiency within OTR or to cast reflection on the ability or authority of any official therein.

3. Major organizational components of the Clandestine Services (reference OTR Regulation 5-4, 2. a. (2)) will be considered to include:

Chief of Operations

Chief, Planning and Program Coordination

Chief, Staff A

Chief, Staff B

Chief, Staff C

Chief, Technical Support

Chief of Administration

Chiefs of All Area Divisions

4. Experience has shown that announcements and communications normally directed to Office and Staff Training Officers or Training Liaison Officers for complete dissemination within their units often are not brought to the attention of the heads of major organization components concerned. Where information copies are sent to heads of major organizational components, such announcements and communications will be prepared for the signature of and signed by the DTR.

5. It is recognized that communications, written or verbal, originating in the offices of the heads of major organizational components of CIA are not always directed to the DTR. When in your opinion it is not politic to redirect such verbal communications through the DTR, you will inform the DTR of the nature of such communication and the action you recommend. Replies to written communications addressed to you will conform to OTR Regulation No. 5-4.

/s/
MATTHEW BAIRD

MB:brc